

Videoconference Scheduling

Module 2.1

Managing a Future Videoconference

Objective: Understand the basic procedures required to edit a future scheduled videoconference.

To manage a scheduled videoconference it will be necessary for you to use the VNS Web Scheduler. Managing a scheduled conference consists of the ability to modify and delete a conference.

Step 1. Connect to the VNS Web Scheduler.

Step 2. Once you connect to the server you will see the following login screen. Enter your VNS supplied username and password. Click the Login button.



If you have successfully entered your user ID and password, you will see the following screen.



Step 3. To edit a videoconference click “My Conf” at the top of the screen. The following screen appears.

There are multiple views of the My Conference function. You can search for a videoconference to manage by using the drop down menus to select a From and To date. If it is an adhoc videoconference, then your From and To are the same date. For a recurring group of videoconferences, be sure the From and To dates include at least one of the recurring videoconferences dates.

If you have a large group of videoconferences that you have scheduled, you can further filter the search by Conference Name or Conference ID.

Only the videoconferences scheduled by you appear in the My Conference function because those are the only ones you can manage.

Step 4. Click on the Search button. The following screen appears in the default setting view.

The screenshot shows the AT&T Orchestra web interface. At the top, there's a navigation bar with icons for 'My Conf', 'Create Conf', 'Exp Res', 'Reports', 'Utilities', 'Home', 'Help', and 'MELVINM'. Below this is a search section with tabs for 'Current', 'Daily', 'Weekly', 'Monthly', and 'Yearly', and a 'Search' button. The main content area displays a table of videoconferences. The table has columns for 'View', 'Edit', 'Cancel', 'Recur', 'Copy', 'Rep. ID', 'ID', 'Name', 'Date', 'Start', 'End', 'Setup', and 'Status'. The table lists four videoconferences, each with a contact name and phone number.

View	Edit	Cancel	Recur	Copy	Rep. ID	ID	Name	Date	Start	End	Setup	Status
					461364	461391	PSY 237	4/22/08	07:45 AM	08:55 AM	08	Reserved
Contact: Ken Elliott; kelliott@cvcc.edu; (828)327-7000												
					470476	470535	PSRC AdvFM and LatinII	4/22/08	07:50 AM	11:15 AM	06	Reserved
Contact: Mark Klinikowski; klinikowskim.sphs@robeson.k12.nc.us; (910)865-8413												
					473243	473309	HIS 121 - 122	4/22/08	07:55 AM	09:00 AM	07	Reserved
Contact: Ken Elliott; kelliott@cvcc.edu; (828)327-7000												
					454787	454871	BUS 153A Human Resource Mgmt.	4/22/08	07:55 AM	09:15 AM	07	Canceled
Contact: Tom Caudill; tom.caudill@wilkescc.edu; (336)838-6418												

From left to right, the columns give the following information:

View shows the on screen confirmation report received upon resolution of a scheduling activity.

Edit is used to modify or cancel an adhoc videoconference or a videoconference(s) in a recurring group, and to add videoconference(s) to a group of recurring videoconferences.

Cancel may be used to cancel an adhoc videoconference.

Recur indicates a recurring group of videoconferences. No icon, it is an adhoc videoconference.

Rep. ID number is the repetitive ID number assigned to each adhoc videoconference and to a group of recurring videoconferences.

ID is the Conference ID number for each videoconference.

Step 5. To modify a single videoconference or a group of recurring videoconferences, click on the Edit icon .

If the videoconference is an adhoc, the scheduling template appears. It will contain all of the information of the originally scheduled videoconference. The Requester may make any appropriate modifications such as changing the name, adding/deleting sites, changing start/end time, setup time, dialing option, etc.

Step 1 - Verify requester information Show Me | Help

Requester: MELVIN,MARGARET
 Leader Name:
 Send Notifications: ☒

Step 2 - Enter reservation name

Reservation Name:

Step 3 - Select resources that you want to reserve

Filter:

Name	City	State
A L Brown High School 1 room 122 (NC-Charlotte)	Kannapolis	NC
A L Brown High School 2 room 118 (NC-Charlotte)	Kannapolis	NC
A-B Tech Community College-SYC105 (NCVIP) (???)	Asheville	NC
Blaine Community College (NCVIP) (???)	Graham	NC

If the videoconference is one of a group of recurring videoconferences, you will see the following initial screen.

Search Current Daily Weekly Monthly Yearly Set Default View Help

Record Count : 5

View	Copy	Rep. ID	ID	Name	Date	Start	End	Setup	Status
			303308	303308 Sample	7/29/06	08:00 AM	09:00 AM	07	Resolved
			303308	303309 Sample	8/5/06	08:00 AM	09:00 AM	07	Resolved
			303308	303310 Sample	8/12/06	08:00 AM	09:00 AM	07	Resolved
			303308	303311 Sample	8/19/06	08:00 AM	09:00 AM	07	Resolved
			303308	303312 Sample	8/26/06	08:00 AM	09:00 AM	07	Resolved

Cancel Conference(s) **Modify Conference(s)** **Add Conference(s)**

Generated On: 7/24/2006 4:44:02 PM US Eastern (GMT -5) (DST)

To modify a single videoconference within a group of recurring videoconferences, click in the white box beside the appropriate date before clicking on the Modify Conference(s) button. If all of the videoconferences within a recurring group need a modification such as a change in Start time, click on the white box in the gray border before clicking on the Modify Conference(s) button. All of the boxes are automatically checked to indicate the modification affects all of the videoconferences in the group.


Search Current Daily Weekly Monthly Yearly Set Default View Help

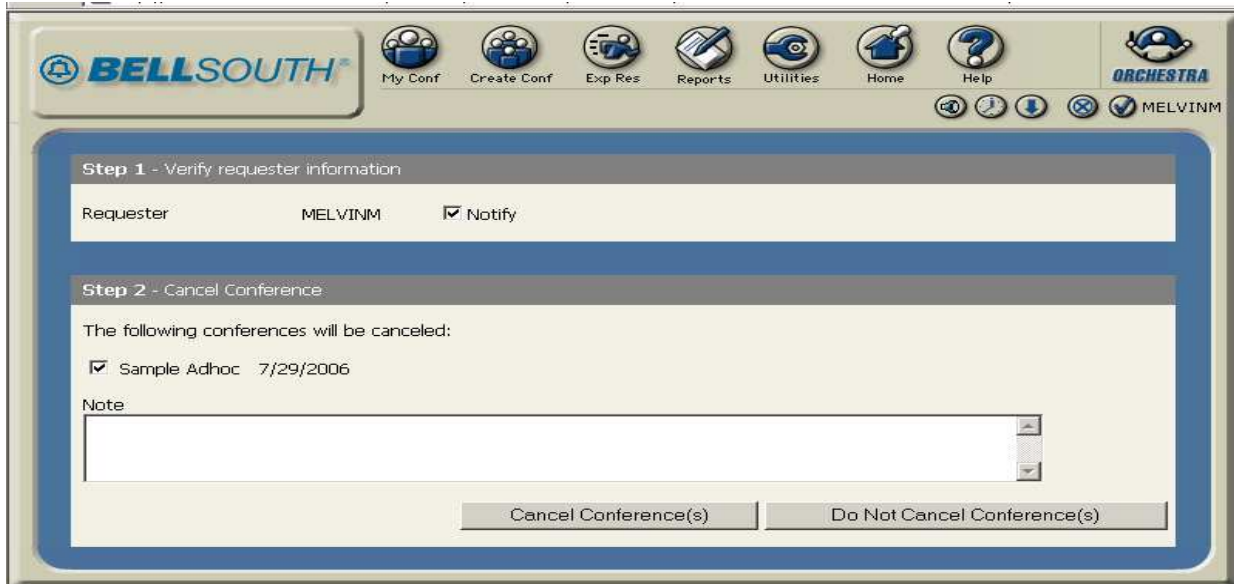
Record Count : 5

View	Copy	Rep. ID	ID	Name	Date	Start	End	Setup	Status
			303308	303308 Sample	7/29/06	08:00 AM	09:00 AM	07	Resolved
			303308	303309 Sample	8/5/06	08:00 AM	09:00 AM	07	Resolved
			303308	303310 Sample	8/12/06	08:00 AM	09:00 AM	07	Resolved
			303308	303311 Sample	8/19/06	08:00 AM	09:00 AM	07	Resolved
			303308	303312 Sample	8/26/06	08:00 AM	09:00 AM	07	Resolved

Cancel Conference(s) **Modify Conference(s)** **Add Conference(s)**

Generated On: 7/24/2006 4:44:02 PM US Eastern (GMT -5) (DST)

- Step 6.** To add a videoconference date to a group of recurring videoconferences, click on the edit icon and then the Add Conference(s) button. The original scheduling template will appear allowing you to add dates for additional videoconferences.
- Step 7.** To delete or cancel an adhoc videoconference, click on the Cancel icon . A verification screen appears. The note section will appear on the cancel notification report sent to site contacts.



BELLSOUTH My Conf Create Conf Exp Res Reports Utilities Home Help **ORCHESTRA** MELVINM

Step 1 - Verify requester information

Requester MELVINM ☒ Notify


Step 2 - Cancel Conference

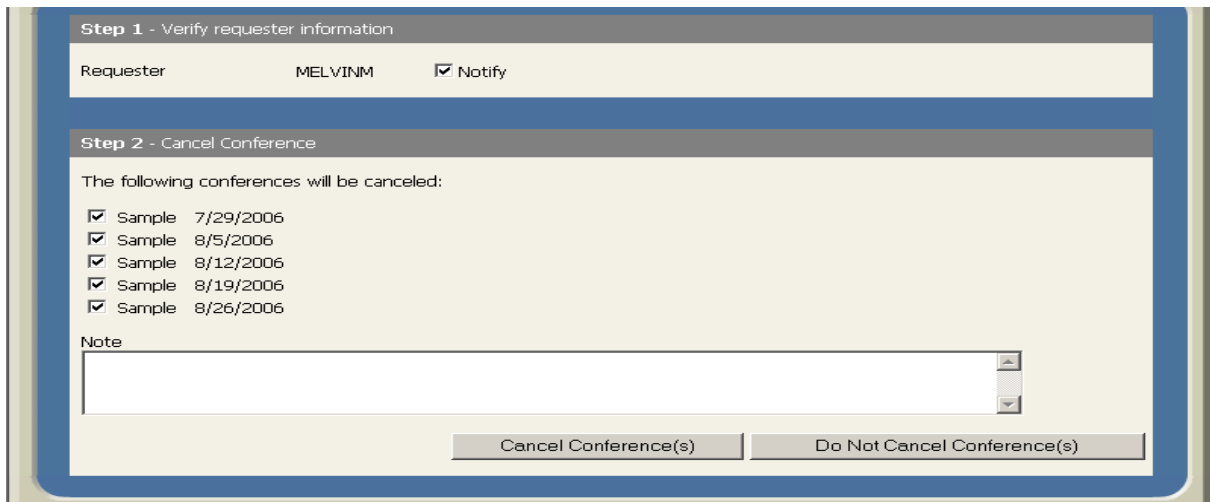
The following conferences will be canceled:

☒ Sample Adhoc 7/29/2006

Note

Cancel Conference(s) Do Not Cancel Conference(s)

- Step 8.** To delete or cancel one or more videoconferences in a recurring group, click on the edit icon . Click on white boxes next to appropriate dates. Click on Cancel Conference(s) button. If all of the videoconferences in a recurring group need cancellation, click on the white box in the gray border to select all and then click on Cancel Conference(s) button. A verification screen appears with the list of videoconferences the requester wishes to cancel.



BELLSOUTH My Conf Create Conf Exp Res Reports Utilities Home Help **ORCHESTRA** MELVINM

Step 1 - Verify requester information

Requester MELVINM ☒ Notify

Step 2 - Cancel Conference

The following conferences will be canceled:

☒ Sample 7/29/2006

☒ Sample 8/5/2006

☒ Sample 8/12/2006

☒ Sample 8/19/2006

☒ Sample 8/26/2006

Note

Cancel Conference(s) Do Not Cancel Conference(s)